



# 2024 Food Function Reservation Form

Please complete this form to secure space for your function during the 2024 PCA General Assembly. Banquet space is reserved on a first-come, first-served basis. Once this form, one for each function, is received and processed, the Administrative Committee will assign space and provide you with the catering menus, audio-visual information, and additional details.

Space is assigned as available. Please be as accurate as possible on your estimated attendance.

Organization Name: \_\_\_\_\_

Contact Name & Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of Function: \_\_\_\_\_

Estimate Number of Attendees: \_\_\_\_\_

### Preferred Date

- Monday, June 10
- Tuesday, June 11
- Wednesday, June 12
- Thursday, June 13

### Preferred Function

- Breakfast
- Lunch
- Dinner
- Other: \_\_\_\_\_

### Type of Function

- Plated Meal
- Buffet
- Reception
- Other: \_\_\_\_\_

To comply with state law, no food or beverage, to include alcoholic beverages, may be brought into or removed from function rooms by attendees.

**Comments:**

**Return Reservation Form to:**  
events@pcanet.org